

**City of Reading  
Listing of Positions  
For the 2011 Operating Budget**

<i>Division</i>	<i>Position Title</i>	<i>2010 # of Employees</i>	<i>2011 # of Employees</i>	<i>Difference</i>
<b>Mayor</b>				
	Administrative Assistant To The Mayor	1	1	-
	Executive Assistant To The Mayor	1	1	-
	MAIG Regional Coordinator	1	1	-
	Mayor	1	1	-
		4	4	-
<b>Managing Director</b>				
	Managing Director	1	1	-
	Business Analyst	1	1	-
	Executive Secretary/ Admin Aide	1	1	-
		3	3	-
<b>Call Center</b>				
	Call Center Manager	1	0	(1)
	Customer Service Representatives	2	0	(2)
		3	0	(3)
<b>Human Relations Commission</b>				
	HRC Executive Director	1	1	-
	HRC Investigator	1	1	-
	HRC Clerk	2	2	-
		4	4	-
<b>City Auditor</b>				
	City Auditor	1	1	-
	Auditing Coordinator	1	1	-
		2	2	-
<b>City Council</b>				
	Council President	1	1	-
	Council Member	6	6	-
	Deputy City Clerk	1	1	-
	Administrative Assistant	1	0	(1)
	City Clerk	1	1	-
		10	9	(1)
<b>Treasurer</b>				
	Clerk Typist II	3	0	(3)
	Chief Clerk	1	0	(1)
		4	0	(4)
<b>Director of Administrative Services</b>				
	Confidential Secretary	1	1	-
	Director of Administrative Services	1	1	-
	Grant Writer	1	1	-
	Controller	0	1	1
		3	4	1
<b>Purchasing</b>				
	Purchasing Coordinator	1	1	-
		1	1	-

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<b>Accounting</b>				
	Accounting & Treasury Manager	1	1	-
	Accountant	1	1	-
	Pension Administrator	1	1	-
	Revenue Accountant	1	1	-
	Accounting Clerk	1	1	-
		5	5	-
<b>Tax Administration</b>				
	Tax Manager	1	0	(1)
	Tax Supervisor	1	0	(1)
	Tax Examiner	1	0	(1)
	EIT Analyst	1	0	(1)
	Tax Specialist	1	0	(1)
	Accounts Coordinator	1	0	(1)
	Secretary	1	0	(1)
	Delinquent Tax Collector	1	0	(1)
	Tax Clerk I	2	0	(2)
	Tax Clerk II	2	0	(2)
	Clerk Typist II	1	0	(1)
		13	0	(13)
<b>Information Technology</b>				
	GIS Coordinator	1	1	-
	Public Safety Support	1	1	-
	Network Administrator	1	1	-
	Developer	1	1	-
	Web Developer	1	1	-
	Trainer	1	1	-
	System Support Analyst	1	1	-
	IT Manager	1	1	-
	Lead Developer	1	1	-
		9	9	-
<b>Citizens Service Center</b>				
	Citizens Service Center Manager	0	1	1
	Billing Coordinator	0	1	1
	Treasury Coordinator	0	1	1
	Municipal Aide IV	0	2	2
	Municipal Aide II	0	8	8
		0	13	13
<b>Human Resources</b>				
	Payroll Clerk	1	0	(1)
	HR Floater	1	0	(1)
	Clerks	0	2	2
	Diversity and Information Officer	1	1	-
	Human Resources Director	1	0	(1)
	Human Resources Supervisor	1	1	-
	Human Resources Coordinator - Benefits	1	1	-
		6	5	(1)

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<b>Mailroom</b>				
	Mailroom Clerk	1	1	-
		1	1	-
<b>Solicitor</b>				
	Solicitor	1	1	-
	Confidential Secretary	1	1	-
	Executive Secretary/ Admin Aide/Paraleg	1	1	-
	Legal Specialist	2	2	-
		5	5	-
<b>Public Works</b>				
	Confidential Secretary	1	1	-
	Public Works Director	1	1	-
		2	2	-
<b>Garage</b>				
	Maintenance Mechanic	6	6	-
	Maintenance Worker I/Parts Person	1	1	-
	Secretary	1	1	-
	Small Engine Repairperson	1	1	-
	Foreman	1	1	-
		10	10	-
<b>Engineering</b>				
	Engineering Aide III	1	1	-
	Engineering Aide IV	1	1	-
		2	2	-
<b>Traffic Engineering</b>				
	Equipment Operator I	0	0	-
	Equipment Operator II	0	0	-
	Traffic Engineering Technician	0	0	-
	Maintenance Worker I/Signmaker	0	0	-
		0	0	-
<b>Highways</b>				
	Equipment Operator II	16	16	-
	Maintenance Worker I/Signmaker	1	1	-
	Foreman	1	1	-
		18	18	-
<b>Parks</b>				
	Custodian II	0	0	-
	Equipment Operator II	3	3	-
	Equipment Operator III	2	2	-
	Foreman	2	2	-
	Maintenance Worker I	1	1	-
	Maintenance Worker II	0	0	-
	Maintenance Worker III	1	1	-
	Operations Division Manager	1	1	-
	Secretary	1	1	-
		11	11	-

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<b>Recreation</b>				
	Superintendent of Recreation	0	0	-
	Recreation Supervisor	2	2	-
		2	2	-
<b>Public Property</b>				
	Foreman	2	2	-
	Tradesman	4	4	-
		6	6	-
<b>Police - Criminal Investigations</b>				
	Captain 3-3	1	1	-
	Criminal Investigator	19	20	1
	Lieutenant	1	1	-
	Police Officer	4	4	-
	Sergeant	7	7	-
		32	33	1
<b>Police - Special Services</b>				
	Lead Clerk/Trainer	1	1	-
	Police Officer	0	0	-
	Police Officer/FTO	1	1	-
	Telecommunicator Supervisor	0	1	1
	Telecommunicator I	1	3	2
	Telecommunicator II	12	11	(1)
	Records Clerk	4	4	-
	Records Office Supervisor	1	1	-
	TAC Officer	1	1	-
	Lieutenant	2	2	-
	Secretary - Police Academy	1	1	-
	Sergeant	2	2	-
	CCTV System Monitor	1	1	-
	Systems Administrator Supervisor	1	1	-
		28	30	2
<b>Police - Patrol</b>				
	Captain	2	2	-
	Clerk Typist I	0	0	-
	Lieutenant	4	4	-
	Police Officer	107	96	(11)
	Police Officer/FTO	5	5	-
	Sergeant	19	19	-
		137	126	(11)
<b>Police PMI (moved to CD in 2011)</b>				
	PMI Administrator	1	0	(1)
	Chief Clerk	1	0	(1)
	PMI Supervisor	3	0	(3)
	Health and Safety Clerks	3	0	(3)
	Property Maint Inspector Aide	3	0	(3)
	Property Maintenance Inspector	14	0	(14)
		25	0	(25)

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<b>Police - Administration</b>				
	Chief of Police	1	1	-
	Deputy Chief of Police	1	1	-
	Confidential Secretary	1	1	-
	Lieutenant	1	1	-
	Sergeant	1	1	-
	Inspector	1	0	(1)
		6	5	(1)
<b>Fire Administration</b>				
	Clerk Typist II	1	1	-
	Administrative Officer	1	1	-
	Fire Chief	1	1	-
	First Deputy Chief	4	3	(1)
		7	6	(1)
<b>Fire Special Services</b>				
	LT Fire Prevention Officer	2	2	-
	Fire Marshal	1	1	-
	Lt Fire Training Officer	1	1	-
		4	4	-
<b>Fire Suppression</b>				
	Second Deputy Chief	4	3	(1)
	Firefighter IV	86	81	(5)
	Firefighter III	0	0	-
	Firefighter II	10	0	(10)
	Firefighter I	0	0	-
	LT Fire Suppression Officer	4	3	(1)
		104	87	(17)
<b>Fire EMS</b>				
	Deputy Chief/EMS Mgr	1	1	-
	EMS Lieutenant	4	4	-
	Paramedic	20	20	-
	Transport Coordinator	1	1	-
	Wheelchair Van Driver	3	3	-
		29	29	-
<b>CD Planning</b>				
	Planner III	1	1	-
		1	1	-
<b>CD- Property Maintenance</b>				
	Codes Manager	0	1	1
	Chief Clerk	0	1	1
	PMI Supervisor	0	3	3
	Development & Inspection Clerks	0	2	2
	Property Maint Inspector Aide	0	3	3
	Property Maint Inspector	0	13	13
		0	23	23

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<b>CD - Zoning</b>				
	Zoning Technician	1	1	-
	Zoning Inspector	1	1	-
		2	2	-
<b>CD - Trades</b>				
	Secretary	1	1	-
	Plumbing Inspector	1	1	-
	Building Inspector	1	1	-
	Electrical Inspector	1	1	-
	HVAC Inspector	1	1	-
		5	5	-
<b>CD - Administration</b>				
	Deputy CD Director	0	1	1
	PMI Specialist	0	1	1
	CD/Hist Preserv Specialist	1	1	-
	Zoning Administrator	1	1	-
	Building Official	1	1	-
		3	5	2
<b>CD - HUD</b>				
	CD Specialist	1	1	-
	CD Specialist Manager	1	1	-
	CD Specialist III	1	1	-
	Community Development Director	1	1	-
	Confidential Secretary	1	1	-
	Fiscal Officer	1	1	-
	Rehab Specialist	1	1	-
		7	7	-
<b>Library Administration</b>				
	Director of Libraries	1	1	-
	Assistant Director of Libraries	2	2	-
		3	3	-
<b>Library - Circulation</b>				
	Librarian I	1	1	-
	Librarian II	1	0	(1)
	Librarian III	1	1	-
		3	2	(1)
<b>Library - Reference</b>				
	Librarian II	4	4	-
	Librarian III	1	1	-
		5	5	-
<b>Water Administration</b>				
	Foreman	1	1	-
	Customer Service Rep.	2	2	-
	GIS/CAD Technician	1	1	-
	Engineering Aide III	1	1	-
	Distribution Engineer	1	1	-
		6	6	-

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<b>Water Collection</b>				
	Equipment Operator I	1	1	-
	Equipment Operator II	1	1	-
	Equipment Operator III	1	1	-
	Foreman	1	1	-
	Maintenace Worker II	6	6	-
	Watershed Manager	1	1	-
		11	11	-
<b>Water Purification</b>				
	Centrifuge Operator I	0	0	-
	Dewatering Technician	1	1	-
	Lab Technician	1	1	-
	Chief Operator	1	1	-
	Clerk Typist II	1	1	-
	Foreman	1	1	-
	Lab Supervisor/Bact.	1	1	-
	Maintenance Worker II	5	5	-
	Tradesman	1	1	-
	Water Plant Oper. I	1	1	-
	Water Plant Oper. II	3	3	-
		16	16	-
<b>Water Distribution</b>				
	Equipment Operator II	3	3	-
	Field Investigator	3	3	-
	Foreman	1	2	1
	Foreman - Meter	1	1	-
	Foreman - Mechanic	1	1	-
	Foreman - Main Crew	3	3	-
	Foreman - Service Crew	2	2	-
	Maintenance Mechanic II	1	1	-
	Maintenance Worker II	8	8	-
	Maintenance Worker III	6	6	-
	Superintendent	1	1	-
		30	31	1
<b>Self - Insurance</b>				
	Risk and Safety Coordinator	1	1	-
	OCIP Coordinator	1	1	-
		2	2	-
<b>Sanitary Sewers</b>				
	System Superintendent	1	1	-
	Foreman	2	2	-
	Equip Op II	10	10	-
	Maint Worker III	1	1	-
		14	14	-
<b>WWTP</b>				
	Maint Supv	1	1	-
	Belt Press Op I	2	2	-
	Cert Oper/Shift Sup	6	6	-

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	Operations Supv	1	1	-
	Elec/Elect Field Eng	1	1	-
	Elec/Inst Tech	1	1	-
	Utilities Div Manager/Environ	1	1	-
	Utility Engineer	1	1	-
	Utility Clerk Typist	1	1	-
	Env Prog Coord	1	1	-
	Equip Op II	1	1	-
	Lab Supv	1	1	-
	Lab Tech	5	5	-
	Maint Worker II (Mech)	3	3	-
	Maint Worker III	4	4	-
	Pump Tender	4	4	-
	Secretary	1	1	-
	Serv Utility Person	7	7	-
	Sew Plant Op I (6th St.)	4	4	-
	Sew Plant Op I (Fritz Is)	1	1	-
	Sew Plant Op II (Fritz Is)	3	3	-
	Superintendent	1	1	-
	Tradesman (Elec)	2	2	-
		53	53	-
<b>Recycling</b>				
	Solid Waste Supervisor	1	0	(1)
	Clerk Typist II	1	0	(1)
	Solid Waste Coordinator/Environmental	1	1	-
		3	1	(2)
<b>Number of Full Time Employees</b>		660	610	(50)